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THE COLLEGE PRESIDENT--A BIBLIOGRAPHY (WITH ANNOTATIONS ON
THE JUNIOR COLLEGE PRESIDENCY).

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ADMINISTRATION,

PART I OF THIS BIBLIOGRAPHY IS A COMPILATION OF 70
REFERENCES CONCERNING THE COLLEGE PRESIDENCY. IN PART II, THE
AUTHORS HAVE BRIEFLY REVIEWED EACH OF 24 DOCUMENTS
SPECIFICALLY RELATED TO THE JUNIOR AND COMMUNITY COLLEGE
PRESIDENCY. (WO)

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THE COLLEGE PRESIDENT -- A BIBLIOGRAPHY

(With Annotations On The Junior College Presidency)

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INTRODUCTION

This bibliography was compiled at the ERIC Clearinghouse for Junior College Information. Operating in association with the United States Office of Education Educational Resources Information Center project, the Clearinghouse acquires, indexes, abstracts, and disseminates relevant materials in the junior college field. Arthur M. Cohen is principal investigator and director of the Clearinghouse; John E. Roueche is associate director and Lorraine Mathies is coinvestigator.

With increasing numbers of junior college presidents coming to their posts from areas other than higher education, every opportunity must be provided these individuals to learn about the many facets of junior college operations. The fact that the president, more than anyone else, is the "change agent" in the junior college is well documented, and the relative success of any program can often be traced directly to the president's interest in it.

In previous years, the Southeastern Regional Junior College Leadership Program has sponsored workshops and institutes for junior college presidents. The proceedings of those sessions are included in this compilation. In the summer of 1968, a National Conference on the Junior College President will be held at the University of California, Los Angeles, under the auspices of five separate agencies -- the principal one being the U.C.L.A. Junior College Leadership Program.

Compiled at the request of the U.C.L.A. Junior College Leadership Program, this bibliography focuses on those who lead collegiate institutions -- the college presidents. The bibliography is divided into two parts. Part I is a general compilation of references to the college president; Part II is an annotated bibliography of materials specifically related to the junior and community college president.

This bibliography is an example of one type of service provided to the junior college field by the Clearinghouse. Other publications include monographs, topical papers and the monthly Junior College Research Review.

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Los Angeles, California
May 15, 1968

THE COLLEGE PRESIDENT -- A BIBLIOGRAPHY

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THE JUNIOR COLLEGE PRESIDENT -- AN ANNOTATED BIBLIOGRAPHY

PART II

- A. DeLoache, Dan Franklin. Attitudes and Opinions of Faculty Members and Junior College Presidents Toward Selected Descriptions of the Office of College President. Dissertation. Norman: University of Oklahoma, 1966. 131 pp.

Do faculty members and presidents attach importance to the same aspects of the president's job? To answer this question, the author gathers data by means of questionnaires and concludes that: "1) there is a divergence on the degree of importance attached to a statement rather than on the statement itself; 2) there is insignificant variance along urban-rural lines; 3) presidents have greater expectations about the office than do faculty members, and 4) rural institutions tend to have greater expectations than do urban ones."

- B. Florida State Department of Education. Suggestions for Selecting a President for a Community Junior College in Florida. Tallahassee: Florida State Department of Education, Division of Community Junior Colleges, 1966. 6 pp.

Recognizing that the president is "the most important single individual in the community junior college," the author presents an outline of suggestions for choosing the chief administrator. He includes steps in selection, duties and responsibilities of the president, and the competencies required for these specific responsibilities.

- C. Florida State University. Leadership Opportunities and the Beginning Junior College President. Proceedings of the Southeastern Regional Leadership Institute for Junior College Presidents and Their Wives, Appalachian State Teachers College, Boone, North Carolina, August 7-12, 1961, sponsored by the Florida State University and the University of Florida. Tallahassee: Florida State University, 1965. 63 pp.

These proceedings contain the texts of nine addresses presented at the conference and dealing with topics of interest to the junior college president. Topics include administrative leadership, duties of the board and its relation to the president, the instructional program, instructional staff and faculty policies, budget, and public relations.

In a parallel program designed for the chief administrator's wife, four speeches, emphasizing her relationship to the board of trustees and their wives, to the community, and to faculty wives are presented by presidents' wives.

- D. Graham, Robert Gene. The Junior College President's Job: An Analysis of Perceived Job Performance and Possible Influencing Variables. Dissertation. Austin: University of Texas, 1965. 160 pp.

What does the junior college president's job entail? To answer this is to define realistically the type of training the chief administrator should receive. Accepting the assumption that "perception is reality to the perceiver," the author analyzes the effect of three variables -- school size, geographic location, and reporting authority -- on the president's performance as he himself perceives it. The study is aimed specifically at five aspects of administration -- planning, organizing, leading, controlling, and assessing. Suggestions for the selection of potential junior college presidents are included.

- E. Hall, George L. "Clinical Training for Future Administrators." Junior College Journal 34: 22-23; October 1963.

Accepting the statement that "college presidents should be trained for their jobs" and not elevated through the ranks, this article describes the Junior College Leadership Program, the current training program for future administrators. The author lists the requisites for an effective internship and concludes by presenting close-ups of several individual interns, their backgrounds, and their participation in the program.

- F. Hawk, Ray. "A Profile of Junior College Presidents." Junior College Journal 30: 340-346; February 1960.

With the number of junior colleges rapidly increasing, the problem of selecting good administrative leaders is also rising. This study, based upon questionnaires returned by 162 college presidents, endeavors to profile the junior college president and to detect newly-emerging trends in the type of men being selected. The questionnaire deals with seven basic areas: "the age of the president upon assuming the position, the number of years in the position, previous position held, highest degree earned, academic specialization, position accepted by predecessor, and tenure of predecessor."

- G. Hostrop, Richard W. "Interviewing Presidential Candidates; Questions Trustees Asked Prospective Community College Presidents." Junior College Journal 38: 13-14; October 1967.

This article presents a general summary of procedures used by boards of trustees in selecting a junior college president. Also, 48 typical questions asked by board members of four college districts are listed. Questions deal with such major topics as background, experience, philosophy of education, attitude toward students and faculty, and hypothetical administrative problems.

- H. Johnston, Archie Breckenridge. Private Junior College Administrators: An Analysis of Their Backgrounds and a Twelve-Year Prediction of Future Needs. Dissertation. Tallahassee: Florida State University, 1965. 256 pp.

This is "...an analysis of the backgrounds of a selected group of private junior college administrators." The private junior college president's age, educational background, previous positions held, and tenure are reviewed. The predicted need for presidents for the years 1963-75 is approximately 354, and potential sources of supply are defined. Similar data are given for other junior college administrators.

- I. Junior College Journal. "Emphasis: the New Presidents." Junior College Journal 36: 3-5; October 1965.

"Where do the new presidents come from, and what experience do they bring to their new jobs?" The answer to this is presented by examining the backgrounds of ten newly-appointed junior college presidents. Each of them is an educator, several have been promoted from within the institution, while others have had varied backgrounds in higher education. A short biographic sketch of each president is given.

- J. Junior College Journal. "Emphasis: Young Presidents." Junior College Journal 38: 3; September 1967.

Youth is not necessarily a handicap to a college presidential appointment. To support this statement, profiles of two newly-appointed young college presidents are given -- Joseph N. Hankin, 26, of Harford Junior College in Maryland and Kenneth E. Borland, 30, of Highland Community College in Illinois. Short biographical sketches and background information are included.

- K. Junior College Journal. "Women Presidents of Public Junior Colleges." Junior College Journal 34: 1; October 1963.

Although it is not unusual for a woman to be president of a private junior college, women presidents of public junior colleges are rare. This article presents short biographical sketches of three who have proven that the public junior college presidency is attainable by women. They are Idelia Loso, Ely Junior College, Minnesota; Catherine J. Robbins, Pasadena City College, California; and May Russell, St. Mary's Seminary Junior College, Maryland.

- L. Kintzer, Frederick C. President's Reports in American Junior Colleges. Los Angeles: University of California, School of Education, Junior College Leadership Program, Occasional Report No. 4, April 1963. 66 pp.

This article surveys the junior college president's report, its purpose and value, its preparation and use. Data are drawn from inquiry forms returned by 387 junior college presidents. The forms cover such topics as frequency of general reports, frequency of reports prepared for certain groups and individuals, objectives, values, and difficulties.

The second half of the document analyzes 155 presidents' reports for kind of report, individual or group for whom it is prepared, and its content. The conclusion is that, although reports vary widely in content and format, the majority of presidents do prepare some kind of report. Finally, the study encourages presidents not already preparing reports to do so, and offers 15 specific suggestions for their preparation.

- M. Luskin, Bernard J. A Workshop of Interest to New Presidents with Little Background in the Junior College -- An Analysis. Seminar Paper. Los Angeles: University of California, School of Education, Fall 1967. 40 pp.

In recent years numerous junior college presidents have been recruited from cognate fields rather than directly from junior college ranks. For this reason, a questionnaire study was conducted to determine the problems facing such newly-appointed presidents with little previous junior college experience. The purpose of this study was to examine the need for a workshop for such presidents and to suggest topics worthy of consideration at the workshop.

One conclusion was that the workshop would indeed be desirable and beneficial. The topics of greatest concern were human relations, business operations, administrative structure, and finance and budget. The workshop should be held in July and wives should be invited. Suggestions for procedures for use at the workshop were also presented.

- N. Morgan, Don A. Chapter One: "So You've Arrived! Now What Do You Do?" The Two-Year College President. Moses Lake, Washington: Big Bend College, 1966. 16 pp.

Nearly 60 percent of the nation's two-year college presidents responded to a questionnaire on the duties of the presidency. Presidents commented on what a chief administrator should do before assuming the position, voiced opinions on the desired training and level of preparation, and determined the most common "sources of presidents." Information is shown by means of tables, and individual open-end responses are included.

- O. Newburn, H. K. "The Board Meets the President." Junior College Journal 35: 12-14; November 1964.

The roles of the junior college president and board of trustees are complementary and supportive of each other. The president is essentially a "pro among amateurs," who furnishes information, analyses, and interpretations to help the board reach general policy-level decisions. The board, by its selection of a president, reveals its own general philosophy of education and its concept of institutional goals and their methods of achievement.

- P. O'Connell, Thomas. Community Colleges, a President's View. Urbana: University of Illinois, May 1968. 192 pp.

The author, president of Massachusetts Berkshire Community College, looks at the role of the community college in the context of our present educational system. Specific topics considered include the faculty, the campus, the student, operation and funding, and the president.

- Q. Priest, Bill J. "Selecting a College President." Junior College Journal 35: 5-7; April 1965.

Recognizing the fact that the board of trustees is usually composed of community leaders with little experience in the junior college, this article attempts to assist trustees in choosing a president by giving a step-by-step account of selection procedures. These procedures include 1) identifying long-range institutional goals; 2) developing a list of key questions to be kept in mind (objectives, local factors, type of administrator desired, and role he should play); 3) composing a statement of criteria (qualification, experience, characteristics, etc.); 4) beginning the actual search; 5) reaching the final decision; 6) drawing up the contract; and finally, 7) making the public announcement.

- R. Ramstead, William K. "The President: A Key to Innovation." Junior College Journal 37: 30-31; October 1966.

Based upon 233 responses to a questionnaire sent to selected junior colleges, the author concluded that the "greatest single factor in innovation is the personal attitude of the junior college president." The study was designed to determine which was most closely associated with the adoption or rejection of five specific experimental programs -- descriptive statistics (such as location, enrollment, type of curriculum, per-student cost, and availability of staff), or the personal attitude of the college president. The five programs considered were team teaching, class size variations, teacher aides, language laboratories, and television.

- S. Roberts, Dayton Y. Chief Administrators of Public Junior Colleges: A Prediction of the Number Needed and Sources of Supply 1963-1973. Dissertation. Tallahassee: Florida State University, 1964. 94 pp.

From information sheets returned by 316 junior college presidents and from biographical publications, the author attempts to determine the number of junior college presidents needed in the next decade and to define their sources of supply. The study analyzes such background factors as title, age, degree earned, type of control, field of specialization, tenure, and previous position held. The author concludes that approximately 584 new chief administrators will be needed during the years 1963-1973 and that the positions will be filled by "men who have earned doctoral degrees and (who) are well acquainted with the problems of public junior college education."

- T. Roueche, John E. "The Junior College President." Junior College Research Review 2:(10) June 1968. ERIC Clearinghouse for Junior College Information, University of California, Los Angeles, 1968.

Recognizing that the junior college movement is growing at an unprecedented rate and that the quality of the college depends upon the quality of its leadership, the author examines current research on the junior college president. He presents a summary of findings on the president's characteristics and background, sources of presidents, and their anticipated future need, and concludes that the president "...may be the key to instructional quality in any junior college."

- U. Schultz, Raymond E. Administrators for America's Junior Colleges -- Predictions of Need 1965-1980. Washington, D. C.: American Association of Junior Colleges, 1965. 29 pp.

The author concludes that 1,403 new junior college presidents will be needed between the years 1965-1980. Information and statistics are compiled from information forms sent to junior college administrators, from the Junior College Directory, the Education Directory, and from other sources such as state plans, projected enrollments, etc. Previous positions and highest-earned degrees of administrators are reviewed, and predicted needs of other junior college administrators are included.

- V. Schultz, Raymond E. "The Changing Profile of the Junior College President." Junior College Journal 36: 8-13; October 1965.

According to a survey recently conducted by the author, newly-appointed junior college presidents are emerging as a "new breed" of administrator. The conclusions drawn from the survey are that

there is a trend towards selecting presidents with doctoral degrees, that the "source" of the president is usually within the junior college, that most previous positions held by presidents have been in educational administration, and that there has been an unanticipated increase in the appointment of older men to the position of chief administrator.

- W. Schultz, Raymond E., and Roberts, Dayton, Y. Presidents of Public Junior Colleges--An Analysis of Selected Background Factors. Tallahassee: Florida State University, Department of Higher Education, November 1964. 31 pp.

Drawing on an information form sent to 333 junior college presidents and from nationally-recognized biographical publications, this study investigates the background of the junior college president. Specifically, it considers the highest degree earned, area of specialization, previous experience, age and why the position became available. Among the conclusions reached are that the trend is toward presidents with doctoral degrees, that most presidents have specialized in professional education, that 80 percent of them have previously held administrative positions, and that the median age for the group is 47 years. Finally, the annual replacement need was found to be 4.7 percent of the total number of presidents.

- X. Shannon, William G. The Community College President: A Study of the Role of President of the Public Community Junior College. Dissertation. New York: Columbia University, 1962. 207 pp.

This study analyzes the role of the junior college president as he himself perceives it. Information on background, previous experience, and sources of presidents is related. From this relationship, the author draws several major conclusions about the preparation of junior college presidents: They must understand the mission of the junior college and be able to convey this understanding to the community; their training should stress the social setting of the junior college; and finally, they should have a firm belief in democratization of higher education.